



## **REQUEST FOR PROPOSALS**

### **DESIGN AND ENGINEERING SERVICES BRUCE FREEMAN RAIL TRAIL**

**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 264-9636  
Fax (978) 264-9630  
planning@acton-ma.gov

#### **Planning Department**

The towns of Acton, Carlisle, and Westford, Massachusetts, through the Town of Acton, are hereby requesting proposals for professional design and engineering services for the following multi-use path / rail trail:

#### **Bruce Freeman Rail Trail (BFRT) – Acton Indoor Sports, Acton to Route 225, Westford.**

The selected Consultant will prepare preliminary design plans in accordance with the applicable procedures and standards outlined in the Massachusetts Highway Department (MassHighway) 2006 Project Development and Design Guide and will obtain MassHighway 25 percent design approval.

Proposals are invited in accordance with the provisions of Massachusetts General Law c. 30B and M.G.L. c. 7, § 40N. Procedures under this invitation require a separate and confidential submission of a price proposal and a separate submission of a technical proposal, and documentation of minority and women business participation in the project to meet statutory requirements. Pending the development of regulations that prescribe the specifics of the SOMWBA (State Office of Minority and Women Business Assistance) Affirmative Marketing Program, as contemplated in the new G.L. c. 7, § 40N, the towns will (subject to any necessary and appropriate waivers) enforce the Affirmative Marketing Goals developed by the Division of Capital Asset Management ("DCAM") in consultation with SOMWBA as follows:

	Minority Business Enterprises (MBEs)	Women Business Enterprises (WBEs)
Design Participation	8%	4%
Construction Participation	7.4%	4%

The Town of Acton has agreed to include Carlisle and Westford in this RFP. However, Carlisle and Westford will select and contract with consultants separately from Acton.

This RFP is available in the Acton Planning Department, Town Hall, 472 Main Street, Acton, MA 01720; (978) 264-9636.

RFP Released: August 23, 2006  
Pre-Submittal Conference: September 1, 2006, 2:00 PM  
Faulkner Room (204), Town Hall, 472 Main St., Acton MA  
Proposals Due: September 20, 2006, 4:00 PM  
Town Manager's Office, Town Hall, 472 Main Street, Acton MA 01720.  
Completion Date: April 30, 2007

**Don P. Johnson**

**Town Manager**

**August 23, 2006**

## **I. INTRODUCTION AND BACKGROUND**

The BFRT segment that is the subject of this RFP runs from Acton Indoor Sports in East Acton (1,000± feet south of Wetherbee Street) to Route 225 in Westford for a total of approximately 4.5 miles. The MPO has scheduled it for construction in Federal Fiscal Year 2008 - see 2006-2010 TIP, <http://www.bostonmpo.org/bostonmpo/resources/tip/FY2006-2010TIP.pdf>.

In 2004 the Town of Acton conducted a feasibility study for the Acton portion of the BFRT - see also "Feasibility Study Report, 2004" at <http://doc.acton-ma.gov/dsweb/Get/Document-11645/BFRT+2004+Feasibility+Study.pdf>. This report does not include the Carlisle and Westford sections.

This RFP is issued by the Town of Acton. It includes the Carlisle and Westford sections of the BFRT. The towns of Carlisle and Westford will accept proposals in response to this RFP for their respective portions separately from Acton. Sections VIII.3 and IX of this RFP only apply to Acton. Carlisle and Westford may follow a different selection process and may require different contract conditions. Carlisle and Westford may select different firms than Acton to perform the work in their respective communities. They will also contract with a consultant separately and independently from Acton. Each town independently reserves the right to reject all bids and not to award or participate in any contract.

### **1. Anticipated Funding**

- Acton has currently available \$250,000 in local funds.
- Carlisle has \$20,000 from local funds.
- Westford has \$20,000 from local funds.
- \$4.4 million in primarily CMAQ funding is programmed for the BFRT in Federal fiscal year 2008; see 2006-2010 TIP program <http://www.bostonmpo.org/bostonmpo/resources/tip/FY2006-2010TIP.pdf>.

### **2. Route Description Summary:**

The Executive Office of Transportation owns the entire ROW.

#### Acton

- BFRT begins at Acton Indoor Sports 1,000± feet south of Wetherbee Street in East Acton.
- Follows former PennCentral/Old Colony R.R. ROW north parallel to Great Road (Rt. 2A/119) across Wetherbee Street, Concord Road and Brook Street to Great Road south of Main Street (Rt. 27).
- To this point, there are three trestles crossing Nashoba Brook.
- Then across Great Road northeasterly more or less parallel to Main Street to the Carlisle town line.
- Between Great Road and the Carlisle line are two crossings of Route 27, and four more brook crossings, two across Nashoba Brook and two across Butter Brook.
- Total length in Acton ±4.2 miles.

#### Carlisle

- From the Acton line to the Westford line for a distance of ±0.16 miles. The ROW in Carlisle is trapezoidal – ±940 ft. on the easterly sideline, ±750 ft. long on the westerly sideline.
- There are no brook or street crossings in Carlisle.

## Westford

- From the Carlisle line to Carlisle Road (Rt. 225) for a distance of  $\pm 0.13$  miles.
- There are no brook crossings in Westford.
- Across Rt. 225 to connect with the northern segment of the BFRT - Lowell to Westford.

Total length all towns:  $\pm 4.5$  miles.

## **II. BFRT PROJECT OVERSIGHT**

Project Oversight will be exercised by the Town Managers and Town Administrators of each respective town, or their designees, for the respective work carried out separately under separate contracts for each town.

## **III. RELEVANT MATERIALS AVAILABLE FOR REVIEW OR USE**

The following materials may be viewed at the Town of Acton Planning and Engineering Departments:

1. Bruce Freeman Rail Trail Feasibility Study, 2004 (<http://doc.acton-ma.gov/dsweb/Get/Document-11645/BFRT+2004+Feasibility+Study.pdf>).
2. Right of Way and Track Map of former Old Colony Railroad Co. Station 633+60 to Station 950+40; 6 sheets: <http://doc.acton-ma.gov/dsweb/View/Collection-1200>).
3. Lowell - Sudbury Bicycle Path Feasibility Study, 1987.
4. Town Atlas (assessors) Maps, by town.
5. Deeds and record plans of abutting properties, by town.

The following materials may be viewed at the Town of Westford Planning and Engineering Departments:

1. GIS mapping

Other:

1. Friends of the Bruce Freeman Rail Trail website: [www.brucefreemanrailtrail.org](http://www.brucefreemanrailtrail.org).

## **V. PROPOSAL SUBMISSION REQUIREMENTS**

Submission of a technical and a price proposal is required. The price proposal must be sealed and submitted separately from the technical proposal.

### **1. Technical Proposal**

Five copies for each town of the technical proposal must be submitted in a sealed envelope clearly marked:

PROPOSAL ENVELOPE A - TECHNICAL PROPOSAL, BFRT – 25% DESIGN, TOWN NAME  
CONSULTANT NAME: \_\_\_\_\_.

The technical proposal must contain the following information:

#### **A. Cover Letter**

A cover letter introducing the Consultant (firm) and the proposed Consultant team, and identifying the project manager and the name, title, address and telephone number of the person with authority to negotiate and contractually commit to all services.

#### **B. Table of Contents**

C. Statement of Project Understanding and Approach

A statement, not exceeding 2 pages, that describes the Consultant's understanding of and approach to the technical aspects of the requested work and the various goals that must be addressed and achieved.

D. Scope of Services - Separately for Each Town

- a. A scope of services responsive to the scope stated herein and a project schedule with tasks and/or subtasks that define clear phases or milestones with proposed dates for completion of each. The scope and schedule shall be in three separate parts – one for each town.
- b. A schedule of hours, which the Consultant expects to spend and commit to the various project tasks and sub-tasks, broken down by project team member in three separate parts – one for each town.

E. Project Team

Provide the names and the specific educational background, qualifications, and expertise of all professional members of the Consultant's and sub-consultant's (if any) project team who will actually perform the work related to some or all of the project tasks. Identify the person who will be the project manager with ultimate responsibility for the work.

F. Relevant Experience and Prior Performance

Provide details of relevant experience and prior performance of all the members of the Consultant team, including the sub-consultant's team members if any. This must include:

- a. A statement outlining the relevant experience of members of the Consultant team in working successfully on matters and projects of similar complexity, addressing all required areas of expertise and experience as evident from the Scope of Services in this RFP, including assisting clients with obtaining Federal and State funding for rail trail/multiuse paths, rail trail/multiuse path design, environmental permitting for rail trails/multiuse paths, and successful completion of Federal and State funded project where MassHighway approval was required for 25%, 75%, and 100% design stages.
- b. Sample materials (copies of text and plans not to exceed 10 pages in total) produced by the Consultant for a previous client representing final documents on rail trail/multiuse path projects with similar complexity, range of tasks, and issues as outlined in this RFP. The sample material should be from a project(s) for which the Consultant team member(s) proposed for this project had principal responsibility.
- c. A description of the substantive nature of comparable contracts recently completed by members of the Consultant team, including the party contracted with.

G. References

Provide a complete list of all transportation projects completed by the project team (the proposed project manager and the Consultant's and sub-consultant's principal team members) within the last 5 years that had a contract amount of \$100,000.00 or more (please do not list any projects with smaller contract amounts or projects that have not yet been completed). For each project, submit a brief description, the Consultant's responsibilities, the Consultant's project manager, the level of compensation under the contract, the fate of the Consultant's work (adoption or rejection by MassHighway and/or client), and the name, title and telephone number of a reference person who can evaluate and judge the Consultant's performance. Indicate the relationship between the reference persons listed and the relevant professional work of the Consultant team members.

H. Competing Commitments

Consultants shall discuss the means by which adequate and timely attention to this project

will be assured, and identify other current or pending contracts of the Consultant firm(s) in which project team members will be or may be involved, and which might compete for time and attention of the proposed Consultant team members.

I. **Certificates**

Signed certificates of non-collusion and tax compliance in the form attached to this RFP.

2. **100% Design Cost Estimate**

To assist the towns with the financial planning for the completion of the BFRT design, please include in the technical proposal estimates for each town of the approximate cost for all work required after the 25% MassHighway design approval to construction ready bid documents.

3. **Price Proposal**

Three copies for each town of the price proposal are required for submission. The price proposals must be submitted separately from the technical proposal, and sealed in a separate envelope marked:

PROPOSAL ENVELOPE B – PRICE PROPOSAL, BFRT, 25% DESIGN, TOWN NAME  
CONSULTANT NAME \_\_\_\_\_

The price proposal must contain, separately for each town:

- A. The fee for the entirety of all services proposed in the technical proposal, including but not limited to travel, meetings, telephone, postage, and reproduction; and the fee for all such services broken down by town.
- B. A breakdown of the professional service fees by each task and sub-task as shown in the Technical Proposal. Completed forms are required, one for each town, that closely follow the format of "Attachment A" as attached to this RFP.
- C. The hourly rates to be charged by the Consultant for services performed by each team member.
- D. Consultants must agree to honor price quotes until December 31, 2006 inclusive.

**VI. PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held on September 1 2006. The conference will begin at 2:00 PM in the Faulkner Room (204) of the Acton Town Hall, 472 Main Street, Acton, MA 01720. No questions concerning this RFP or the project will be answered outside of this conference. However, questions that cannot be answered at the conference, will, as far as possible, be answered in writing as a follow-up to all conference attendees.

**VII. PROPOSAL SUBMISSION DEADLINE**

Proposals are due no later than 4:00 PM, September 20, 2006, at the Office of Don P. Johnson, Town Manager, Acton Town Hall, 472 Main Street, Acton, MA 01720. Proposals sent by facsimile or E-mail will not be accepted.

**VIII. EVALUATION AND SELECTION CRITERIA**

1. **Minimum Evaluation Criteria**

- A. Proposals must include all documentation specified under 'Proposal Submission Requirements' and meet the proposal submission deadline above.

- B. The proposed scope of services and work schedule must, in terms of effort, services, products and time frames, be nearly equivalent (but not necessarily identical) to, or exceed, the Scope of Services outlined in this RFP.
- C. The proposed project manager must be a MassHighway Qualified Designer and Massachusetts Registered Professional Engineer with 10 or more years of professional experience working on MassHighway supervised highway and rail trail projects.
- D. The proposed project design team shall include a Structural Professional Engineer.

## 2. Comparative Evaluation Criteria

All proposals, which meet the minimum evaluation criteria, will be further evaluated on the basis of the following comparative criteria:

- A. Availability of the project team to fully attend to the project as needed, to be available for meetings as set forth in this RFP, and to be responsive to the reasonable requests and direction of the towns' staff (Committee, Town Administrator, Town Planner, Town Engineer, or other, which may vary in each town) will be deemed "advantageous".

Substantial direct and hands-on involvement of the Consultant firm's principal (not including the sub-consultant's principal) in this project will be considered "highly advantageous".

Less than full commitment to the project because of lack of staff resources, competing contracts, or other reasons will be deemed "not advantageous".

- B. Successful experience of the project team (the proposed project manager and the Consultant's and sub-consultant's principal team members) with similarly complex transportation facility design projects will be considered "advantageous" if there is evidence of formal approval or acceptance of the Consultant team's work by the client in at least half of such projects completed by the project team within the last 5 years.

Successful experience of the project team (the proposed project manager and the Consultant's and sub-consultant's principal team members) with similarly complex transportation facility design projects will be considered "highly advantageous" if there is evidence that the Consultant team's work was formally approved or accepted by the client, and subsequently implemented in at least half of such projects completed by the project team within the last 5 years.

No experience with such projects, or no successful experience as defined above, will be considered "not advantageous".

- C. Experience of the project team (the proposed project manager and the Consultant's and sub-consultant's principal team members) will be considered "advantageous", if projects completed by the project team within the last 5 years included substantial work for MassHighway or substantial work that required MassHighway design and project approval, and if 50-75% of these projects have received MassHighway approval, have been cleared for construction by MassHighway or have proceeded toward construction with the approval of MassHighway. Substantial as used in this paragraph shall mean a total of 5 or more unrelated projects and a total value of work contracts by the project team in excess of \$500,000.00.

Experience of the project team that substantially exceeds the performance with MassHighway as required for a rating of "advantageous" will be considered "highly advantageous".

Experience of the project team that fails in the performance with MassHighway as required for a rating of "advantageous", or no experience with MassHighway will be considered "not advantageous".

- D. Successful experience of the project team (the proposed project manager and the Consultant's and sub-consultant's principal team members) in assisting clients with obtaining Federal and State funding for similarly complex transportation facilities projects will be considered "advantageous" if there is evidence that the Consultant's team efforts have been material and decisive in the success of obtaining such funding in at least half of the projects completed by the project team within the last 5 years and where such assistance was required in the client's project scope or became necessary during the project execution.

Experience of the project team that substantially exceeds the performance in obtaining Federal and State funding as required for a rating of "advantageous" will be considered "highly advantageous".

No experience in obtaining Federal and State funding, or no successful experience as defined above, will be considered "not advantageous".

- E. In the event that the comparative evaluation is inconclusive after the use of paragraphs A. through D. above, at least two projects will be randomly chosen from the complete list of all projects completed by the project team (the proposed project manager and the Consultant's and sub-consultant's principal team members) within the last 5 years with a contract amount of \$100,000.00 or more (the complete list is a proposal submission requirement), and checked for references. Relative to the chosen projects, the towns reserve the right to contact persons in addition to those shown as reference persons in the Consultant proposal.

Overall satisfaction with the Consultant and with the detailed services and products delivered by the Consultant expressed by all references checked will be considered "highly advantageous".

Overall satisfaction with the Consultant and with the detailed services and products delivered by the Consultant expressed by at least 2/3 of the references checked will be considered "advantageous".

Overall satisfaction with the Consultant and with the detailed services and products delivered by the Consultant expressed by less than 2/3 of the references checked will be considered "not advantageous".

### 3. Selection Process

Technical proposals will be reviewed and evaluated without knowledge of the price proposals by a committee appointed by the Town Manager (the Board of Selectmen in Carlisle). Proposals will be evaluated based on the evaluation and selection criteria set forth herein. The committee will assign a composite rating to each proposal. There will be no interviews, except that the towns reserves the right for the committee to interview two or more Consultants who are equally most qualified, following the review of their proposals based on the evaluation and selection criteria set forth herein. In that event, interviews will be scheduled as soon as possible. The Consultant who, in the opinion of the committee, presents his/her project approach in the most logical, clear and understandable manner during the interview will be rated "highly advantageous". All other Consultants that are interviewed will be rated "advantageous" or "not advantageous". The committee will assign a composite rating to each Consultant interview. The committee will report its evaluation results to the Town Manager (the Board of Selectmen in Carlisle) or his designee along with recommended changes in the proposal's plan of services (proposed date of completion of tasks and sub-tasks), should the contract be awarded. The Town Manager (the Board of Selectmen in Carlisle) or his designee will select the Consultant and award the contract based on the "most advantageous" proposal

after taking into consideration the evaluation of the technical proposals made by the committee together with a consideration of price.

## **IX. GENERAL PROVISIONS**

### **1. Correspondence Prior or During Proposal Submission Period**

- A. Any information released by the towns either verbally or in writing prior to the issuance of this RFP shall be deemed preliminary and bind neither the towns nor the Consultant.
- B. The towns will not accept oral supplements, revisions, or changes to the responses to this RFP. Written supplements, revisions, or changes will be accepted before the proposal deadline only.
- C. The Acton Town Planner will be the project coordinator. All inquiries and communication concerning this RFP must be made in writing to Roland Bartl, Town Planner, 472 Main Street, Acton MA 01720, or if made orally, must be made at the pre-submittal conference. The towns will respond to all inquiries at the pre-submittal conference or in a memorandum following said conference, which will be mailed to all conference participants as evident from the conference participant sign-in sheet. Following the award of contracts by each town, each of the town's will have their own project coordinator.
- D. Consultants must respond in writing to all follow-up questions by the towns concerning their proposal.

### **2. Contract Award**

- A. It is the towns' goal to have a Consultant selected and contract awarded by October 15, 2006.
- B. The participating towns intend to award their contracts separately in the form of Agreement attached hereto as Exhibit 1, only to one prime Consultant of their respective choice, generally referred to herein as 'the Consultant'. The Consultant shall be solely responsible for any separate contractual agreements with its sub-consultant(s), if any are proposed and agreed to in the contract between the towns and the Consultant.
- C. Pending execution of a Contract by the selected Consultant, Consultants must agree to honor price quotes until December 31, 2006 inclusive.
- D. Award of the contract by each town will be conditioned upon successful negotiation of revisions to the plan of services as identified during the Consultant proposal evaluation process.
- E. Award of the contract is in the sole discretion of each of the participating towns' authorized official(s), or their designee.
- F. The towns reserve the right at any time to accept any proposal in whole or in any part, and to reject any or all proposals.

## **X. PUBLIC NOTICE**

TOWN OF ACTON, RFP. Bruce Freeman Rail Trail 25% design - Acton, Carlisle, Westford. For RFP call Acton Planning Department, (978) 264-9636. Proposals to Acton Town Manager's Office, 472 Main Street, Acton, MA 01720, no later than September 20, 2006 at 4:00 PM. Proposals may be rejected in whole or in part. Contracts approved by CPO.  
Central Register and/or equivalent; 08/23/06.



### CERTIFICATE OF NON-COLLUSION

The undersigned hereby certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certificate, the word person shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of person signing the bid or proposal

\_\_\_\_\_  
Name of business

### CERTIFICATE OF TAX COMPLIANCE

Pursuant to Ch.62C, S.49A (b) of the Massachusetts General Laws, I,

\_\_\_\_\_, authorized signatory for  
(name)

\_\_\_\_\_, do hereby certify under the pains and penalties  
(name of Consultant)

of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Consultant

By: \_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

# Exhibit 1

## Agreement Between Owner and Consultant for 25% Design and Engineering Services for Bruce Freeman Rail Trail

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AGREEMENT made as of \_\_\_\_\_, 2006

BETWEEN the Owner:

Town of Acton, Massachusetts  
472 Main Street  
Acton, Massachusetts 01720  
(Owner of Acton Section of Project.)

and the Architectural, Engineering, and Design Consultant (hereafter referred to as the "Consultant"):

[Insert selected entity]

For the following Project:

Concept Plan and Preliminary Design of the Bruce Freeman Rail Trail (BFRT) –  
Wetherbee Street, Acton to Acton/Carlisle Town Line

The Owner and Consultant agree as set forth below.

### ARTICLE 1

#### CONSULTANT'S RESPONSIBILITIES

##### 1.1 CONSULTANT'S SERVICES

1.1.1 The Consultant's services to be provided under this Agreement (the "Services") consist of those services performed by the Consultant, the Consultant's employees and the Consultant's engineers and consultants ("Consultants") as enumerated in Articles 2 and 3 of this Agreement, and all other obligations and responsibilities of the Consultant pursuant to the provisions hereof.

1.1.2 The Consultant's Services shall at all times be performed expeditiously, consistent with professional skill and care and the orderly progress of the work required to complete the Project and in accordance with the Project schedule attached hereto as **Exhibit E** including any modifications or updates to such schedule provided by the Owner (the "Project Schedule"). The schedule for performance of the Consultant's Services as reflected in the Project Schedule shall not be amended or modified by the Consultant without obtaining the

prior written consent of the Owner. During the performance of its Services, the Consultant and its Consultants shall at all times assist, cooperate and work closely with the Owner's representatives (including boards and committees), contractors, consultants and others employed by the Owner in order to facilitate the Owner's review and input and to promote the best interests of the Owner and the Project.

1.1.3 The Consultant shall perform the Services under this Agreement in accordance with the highest professional standards of skill, care and diligence on projects of comparable scope and complexity. The Consultant shall be responsible for all Services performed by its Consultants. The Consultants shall perform Services under any subconsultant agreement with the Consultant in accordance with the professional standards set forth in this Subparagraph 1.1.3.

1.1.4 The Consultant shall staff the Project with qualified personnel, as proposed in its response to the Owner's Request for Qualifications or Request for Proposals and including the personnel listed on **Exhibit C** ("Key Personnel"), to provide effective and timely production, management, administration and superintendence with respect to the Services. It is

expressly understood and agreed that, in retaining the Consultant to perform the Services, the Owner is relying upon the Consultant's agreement that the Key Personnel will be available for, and actively participate in, provision of the Services under this Agreement as appropriate for each stage or phase of the Project. The failure of any such Key Personnel to be available for and actively participate in provision of the Services as aforesaid shall constitute a breach of this Agreement by the Consultant. Any additional personnel who have key management or technical responsibilities (as determined by the Owner) shall be subject to the Owner's prior written approval, and upon such approval shall become Key Personnel. The Consultant shall not remove, replace or substitute Key Personnel without the Owner's prior written approval. In the event one or more of the Key Personnel dies, becomes disabled, terminates his/her employment, or is terminated by the Consultant or its Consultant for cause, the Consultant shall cause such individual(s) to be replaced with individuals approved in writing by the Owner. The Owner may require the Consultant to relieve any of the Key Personnel from any further work under the contract if the Owner in its sole discretion finds that such Key Personnel individual or Consultant does not perform at the applicable skill level, as described in the RFP and the Consultant's proposal, does not deliver work which conforms to the performance standards stated in this Agreement and the Consultant's proposal, or conflicts with Owner personnel and hinders effective and efficient progress on the work of the Project or the assignment for which the member of the Key Personnel is responsible. Nothing herein to the contrary shall relieve the Consultant of its obligation to provide its Services in accordance with Subparagraphs 1.1.2 and 1.1.3.

1.1.5 Consistent with the standard of care set forth in Subparagraph 1.1.3, all drawings, specifications and other documents prepared by the Consultant or its Consultants and all Services performed by the Consultant or its Consultants under this Agreement shall comply with all federal, state and local laws, ordinances, codes, rules, and regulations as they may be amended, and all other requirements, approvals and permits applicable to the Project (collectively, "Laws and Requirements").

## **ARTICLE 2**

### **SCOPE OF CONSULTANT'S BASIC SERVICES**

#### **2.1 DEFINITION**

2.1.1 The Services to be performed under this Agreement include Basic Services, as hereafter described, and any Additional Services approved by the Owner as described in Article 3. The Consultant's Basic Services consist of those described in this Article 2, all services described in Article 12, and all services identified in Exhibit A or other provisions of

this Agreement. **Exhibit A** contains further definition of the Consultant's Scope of Services under this Agreement.

2.1.2 The Consultant and its employees shall perform at least fifty percent (50%) of all work under the Agreement, measured either by value of services rendered, or by time spent on such services. The identity and scope of work of each Consultant retained by the Consultant to perform work in connection with Basic Services, and the identity, scope of work and compensation of each Consultant retained by the Consultant to perform Additional Services, shall be subject to the prior written approval of the Owner, the Owner hereby approving retention of the Consultant's Consultants specifically identified on **Exhibit B**. The Consultant shall, as part of its Basic Services, provide the services of the Consultants listed on **Exhibit B** as being retained by the Consultant, whether or not the Consultant is identified by name (except for any Consultants listed on **Exhibit B** that are expressly indicated as being retained by the Consultant as an Additional Service) and such other Consultants as may be required to meet the Consultant's obligations to perform Basic Services under this Agreement, provided that each such additional Consultant shall be subject to prior approval by the Owner.

2.1.3 During all Phases of the Consultant's Services, the Consultant shall coordinate and schedule the efforts required of its Consultants and consultants engaged by the Owner ("Owner's Consultants"), and assist the Owner with, and attend as requested by the Owner, customary reviews by any municipal authorities.

2.1.4 The Owner acknowledges that the Consultant is not responsible for the quality and accuracy of the work performed by the Owner's Consultants, who are not part of the Consultant's design team. However, if the Consultant discovers or believes at any time that designs or other information or work product furnished by any of the Owner's Consultants is defective or deficient or is not compatible, coordinated and consistent with the design of other portions of the Project, the Consultant shall so inform the Owner in writing providing full details.

2.1.5 Notwithstanding any other provisions of this Agreement, only the Existing Conditions Assessment, the Concept Plan and Preliminary Design Services and the General Activities related thereto are authorized as of the date of this Agreement. All subsequent services are not part of the Basic Services as of the date of this Agreement. The Consultant is not authorized to perform services additional Design Development services unless and until specifically authorized in writing by the Owner. The Owner has not appropriated funds for additional Design Development, Construction Documents, Bidding and Negotiation or Construction Phases of the Project (collectively, the "Subsequent Phases"). Accordingly, the Owner has no

obligation to compensate the Consultant for the performance of any services involving the Subsequent Phases. The Owner may at its sole option, and subject to applicable law, request the Consultant to perform services in connection with some or all of the Subsequent Phases. The Owner may also elect to engage other designers to perform services in connection with Subsequent Phases of the Project, or may elect not to proceed with the Project. If the Owner does not elect to request the Consultant to perform services in connection with Subsequent Phases, this Agreement shall terminate upon the completion of the Schematic Design Phase.

**2.1.6** The Owner may issue change orders to decrease the scope of work included in the Basic Services, or as necessary to conform to available funding amounts and levels. A credit to the Owner for such decreases in the scope of work shall be calculated in the same manner as compensation to the Consultant for Additional Services provided in Article 11.

## **2.2 EXISTING CONDITIONS ASSESSMENT, CONCEPT PLAN AND PRELIMINARY DESIGN**

**2.2.1** The Consultant shall perform site planning and analysis and design services for the Project as provided in Exhibit A.

**2.2.2** As Project requirements are sufficiently identified, the Consultant shall periodically update the schedule in Exhibit E to identify milestone dates for decisions required of the Owner and design services furnished by the Consultant. Such updates shall not change task completion dates, unless the Owner grants written approval for such changes.

**2.2.3** The Consultant shall review with the Owner a reasonable number of alternative approaches to design and construction of the Project.

**2.2.4** Based on the approved program, and the Project Schedule the Consultant shall prepare, for approval by the Owner, Preliminary Design Documents, developed to the twenty-five percent (25%) level of complete design development, consisting of drawings prepared on a CADD system and other documents illustrating the concept preliminary design. The Consultant shall prepare such studies or other materials as are necessary to establish the design concept of the Project.

**2.2.5** The Owner has provided to the Consultant certain information concerning existing conditions at the site, including the documents and information listed on Exhibit G. The Consultant shall review all such information provided by the Owner, verify, in general, the accuracy of such information and notify the Owner of any inconsistencies or discrepancies observed by the Consultant. If the Consultant believes at any time that it is necessary or appropriate in

connection with the Preliminary Design to undertake additional surveys or other investigations of conditions at the site, including but not limited to investigations necessary to obtain or confirm the location of concealed utilities or other elements, or additional geotechnical or subsurface investigations, the Consultant shall so notify the Owner, specifically identifying the additional investigations or information deemed necessary by the Consultant. The Owner shall provide such additional investigations or information as are reasonably requested by the Consultant, at the Owner's expense or, at the Owner's option, the Consultant shall engage appropriate consultants to provide such additional investigations or information, and the Owner shall reimburse the Consultant for the costs of such investigations or information as an Additional Service.

**2.2.6** At the completion and approval of the Existing Conditions Assessment and Concept Plan, the Consultant shall prepare an estimate of Conceptual Construction Cost (as defined in Subparagraph 5.1.1). In addition, if the Owner elects to obtain an estimate of Conceptual Construction Cost from another party, the Consultant shall carefully review each cost estimate prepared by such other party(s) and provide comments on such cost estimate(s) and otherwise participate in the reconciliation of such cost estimate(s).

## **2.3 OTHER BASIC SERVICES**

**2.3.1** The Consultant shall, at the request of the Owner, prepare required documents and plans for, and appear on the Owner's behalf at, administrative or regulatory hearings, presentations or conferences in connection with any matter related to obtaining required Permits and Approvals. The Consultant shall also, at the Owner's request, attend sessions or prepare required documents and plans for and make presentations regarding the Project to Owner's funding sources and such other persons (including the Owner and its committees, boards and staff) as the Owner may require.

**2.3.2** The Consultant shall maintain Project records in an orderly manner according to filing systems approved by the Owner, including complete and accurate records of the Project correspondence, Project meeting minutes, product data and samples, supplementary Drawings, and such other schedules, reports and other documents as are prepared or received by the Consultant and its Consultants in connection with the Project. The Owner and its representatives shall have the right to examine such Project records at any time, and to obtain copies thereof.

## **ARTICLE 3**

### **ADDITIONAL SERVICES**

#### **3.1 GENERAL**

**3.1.1** The services described in Section 3.2, referred to herein as “Additional Services”, are not included in Basic Services and they shall be paid for by the Owner, if and as provided in this Agreement, in addition to the compensation for Basic Services, as provided in Article 11. Prior to performing any service which the Consultant claims to be an Additional Service, the Consultant shall give written notice to the Owner that such service is an Additional Service, which notice shall include a proposed lump sum or an estimate of the additional compensation payable to the Consultant on account thereof including, without limitation, compensation for preparation of any necessary changes to the Drawings, design work, management services, and all other costs, fees and other compensation claimed on account of such services, and an estimate of the amount of time required to perform such services and any modifications of the schedule for the Services or the Project Schedule necessitated thereby. Such service shall not be performed without the Owner’s prior written approval. If the Owner’s approval is given and a lump sum payment on account of such Additional Services has not been agreed upon, the compensation payable to the Consultant on account of such Additional Services shall not exceed the estimated compensation therefor proposed by the Consultant, nor shall the time for performance of such Additional Services exceed the estimated time proposed by the Consultant, without prior written approval from the Owner. Failure of the Consultant to obtain the Owner’s prior written approval for performance of the Additional Services, or for any change in the estimated compensation or time required therefor as specified above, shall constitute a waiver by the Consultant of any claim for any additional compensation or reimbursement with respect to such services.

**3.1.2** Services shall be compensated as Additional Services only to the extent that the need for such services is not attributable to causes within the Consultant’s reasonable control and do not arise from the negligent errors or omissions, breach of contract, or other negligent or wrongful acts of the Consultant or its Consultants.

## **3.2 ADDITIONAL SERVICES**

**3.2.1** Change orders issued by the Owner to increase the scope of work.

**3.2.2** Making revisions in Drawings or other documents (other than minor revisions) when such revisions are inconsistent with approvals or instructions previously given by the Owner.

**3.2.3** Making revisions in Drawings or other documents (other than minor revisions) when such revisions are required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents (except where such enactment or revision of codes, laws or regulations

was publicized and generally known within the applicable design disciplines in advance).

**3.2.4** Providing services required because of significant changes in the Project. If the Consultant believes that any proposed change is a significant change in the Project within the meaning of this subparagraph, the Consultant shall so notify the Owner in advance of performing any services related to such change.

**3.2.5** Providing financial feasibility or other special studies.

**3.2.6** Providing services relative to future facilities not contemplated by the Owner and the Consultant on the date hereof as included in the Project.

**3.2.7** Other than as required as a part of Basic Services under this Agreement, providing services after the Consultant’s responsibility to provide Basic Services has terminated.

## **ARTICLE 4**

### **OWNER’S RESPONSIBILITIES**

**4.1** The Owner shall provide sufficient information regarding requirements for the Project, and consult with the Consultant in the Consultant’s development of a program which shall set forth the Owner’s objectives, schedule, constraints and criteria.

**4.2** Only the Owner’s Representative, as designated by the Town Manager of Acton from time to time, and such other individuals as may be expressly designated in writing from time to time by the Town Manager of Acton, are authorized to act on the Owner’s behalf with respect to the Project, including, without limitation, delivering the Owner’s authorizations, approvals, requests, revisions or changes described in Subparagraphs 3.1.1, 3.2.1 and 3.2.3. The Owner or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Consultant in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant’s Services. Until such time as the Town Manager of Acton notifies the Consultant to the contrary, the Owner’s Representative shall be \_\_\_\_\_.

**4.3** The Owner shall furnish the services of the Owner’s Consultants, if any, specified on **Exhibit B** in a timely manner when and as such services are reasonably required for the implementation of the Project.

**4.4** All certificates or certifications to be executed by the Consultant or the Consultant’s Consultants at the Owner’s

request shall be submitted to the Consultant for review and approval at least ten (10) days prior to the date the Consultant is required to execute and return such certificates to the Owner. The Owner shall not request certifications from the Consultant that would require knowledge or services beyond the scope of this Agreement. Certifications by the Consultant and its Consultants shall be in accordance with the standard of professional skill and care set forth in Subparagraph 1.1.3.

4.5 The services and information required by paragraph 4.5 shall be furnished at the Owner's expense, and provided the Consultant complies with its obligations under Subparagraphs 2.1.4 and 2.2.5 the Consultant shall be entitled to rely thereon.

## **ARTICLE 5**

### **CONSTRUCTION COST**

#### **5.1 DEFINITION**

5.1.1 "Conceptual Construction Cost" shall mean the then estimated total cost to the Owner of all elements of the Project designed or specified by the Consultant and its Consultants.

5.1.2 The Conceptual Construction Cost shall include the cost at then-current market rates of labor and materials, plus a reasonable allowance for a contractor's overhead and profit.

5.1.3 The Conceptual Construction Cost shall include the compensation of a Consultant to perform the completion of the design beyond the 25% stage.

#### **5.2 RESPONSIBILITY FOR DEVELOPMENT OF ESTIMATED CONSTRUCTION COST**

5.2.1 The Consultant's estimates of Conceptual Construction Cost represent the Consultant's judgment as a design professional familiar with the construction industry.

5.2.2 It is recognized, however, that neither the Consultant nor the Owner has control over the cost of labor, materials or equipment, or over contractors' methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Consultant cannot and does not warrant or represent that bids or negotiated prices will not vary from the Conceptual Construction Cost.

## **ARTICLE 6**

### **USE OF CONSULTANT'S DRAWINGS, SPECIFICATIONS AND DOCUMENTS**

6.1 The Drawings, Specifications and other documents, including those in electronic form, prepared by the Consultant

and its Consultants pursuant to this Agreement (collectively, "Instruments of Service") are instruments of the Consultant's service and the Consultant shall be deemed the author of such Instruments of Service and shall retain all common law, statutory and other reserved rights, including the copyright. The Consultant shall not, however, except as provided in this Article 6, use the Instruments of Service for any purpose not relating to the Project without the Owner's prior written consent. The Owner shall have a perpetual, royalty-free right and license (the "License") to retain copies, including reproducible copies (and electronic copies on computer disks or other computer memory storage devices) of the Instruments of Service. The License shall include the right to copy, create derivative works based on, distribute and use the Instruments of Service for any purpose, including for the construction, reconstruction, renovation, extension, expansion, repair, maintenance, use and occupancy of the Project, subject to the provisions of this Article 6. The Consultant shall be responsible for obtaining from the Consultant's Consultants all license agreements necessary in order for the Consultant to grant the License to the Owner. The License shall be effective immediately upon creation of any Instruments of Service. The Consultant recognizes that the Instruments of Service must not infringe upon the copyright of any third party, and agrees to indemnify and hold the Owner harmless from any loss, damage or expense, including reasonable attorneys' fees, arising from any claimed infringement by the Instruments of Service of any copyright of any third party. The word "Drawings" as used in this Paragraph 6.1 includes the Consultant's CADD Drawings and any other graphic images of the Drawings contained in computer files stored on computer disks, tapes or other computer memory storage media. The License shall include the right of the Owner to grant limited rights or licenses to use and reproduce applicable portions of the Instruments of Service to the Owner's contractors, representatives and agents for purposes of execution of the Project. During the term of this Agreement and continuing after completion of the Consultant's Services under this Agreement or other termination of this Agreement, the License shall be irrevocable.

6.2 The Consultant shall have the right to retain copies, including reproducible copies and electronic copies, of the Instruments of Service for information and reference in connection with other projects, and shall have the right to create derivative works based on the Instruments of Service, provided that the Consultant does not (a) provide to any third party a copy of any Instruments of Service in unmodified form or (b) reuse or substantially replicate or copy design elements or features of the Project on other projects in a manner so that such other projects appear to be similar to or derivative from the Project, without the Owner's prior written consent.

6.2.1 The Consultant shall have the right, subject to prior written consent of the Owner, not to be unreasonably withheld, to include photographic or artistic representations of

the design of the Project among the Consultant's promotional and professional materials.

6.3 Use or reuse of the Instruments of Service by the Owner other than in connection with the Project without written authorization by the Consultant will be at the Owner's risk. The Consultant shall not be responsible for changes made in the Instruments of Service by anyone other than the Consultant and its Consultants, or for the Owner's use of the Instruments of Service without the participation of the Consultant as provided in this Agreement; and the Owner, to the extent permitted by law, shall indemnify and hold harmless the Consultant from any claim, liability or cost arising out of any such use or reuse of, or changes to, the Instruments of Service as described in this Paragraph 6.4.

## **ARTICLE 7**

### **DISPUTE RESOLUTION**

7.1 Unless otherwise agreed, the Consultant shall carry on the Services to be performed under this Agreement in accordance with the terms hereof notwithstanding any claim, dispute or other matter in question arising out of or relating to this Agreement or breach thereof. All such claims or disputes or other matters shall be submitted to a court of competent jurisdiction in Middlesex County, Massachusetts, subject to any applicable statute of limitations, unless the parties mutually agree to use mediation, arbitration or other alternative dispute resolution methods. During the pendency of any dispute resolution process, the Owner shall continue to make payments to the Consultant for all amounts due hereunder, except as provided in Paragraph 10.2.3.

## **ARTICLE 8**

### **TERMINATION, SUSPENSION OR ABANDONMENT**

8.1 This Agreement may be terminated by the Owner upon not less than seven (7) days' written notice should the Consultant fail substantially to perform in accordance with the terms of this Agreement through no fault of the Owner and such failure is not cured within seven (7) days after receipt of such notice. Any termination of this Agreement hereunder shall not affect or impair the right of the Town to recover damages occasioned by any default of the Consultant or to set off such damages against amounts otherwise owed to the Consultant.

8.2 If the Project is suspended by the Owner for more than one hundred and twenty (120) consecutive days, the Consultant shall be compensated for Services performed prior to notice of such suspension. If the Project is thereafter resumed, the Consultant shall not be entitled to additional compensation as a result of such interruption and resumption of the Consultant's Services; provided that if the Project is

suspended or the Consultant's Services are suspended for more than one hundred eighty (180) consecutive days, the Consultant may terminate the Agreement by giving not less than seven (7) days written notice.

8.3 This Agreement may be terminated by the Owner for its convenience and without cause upon not less than ten (10) days' written notice to the Consultant. In the event the Owner so terminates this Agreement without cause, the Consultant shall be compensated for any unpaid and undisputed amount owed for Services performed prior to termination, together with Reimbursable Expenses, as described in Paragraph 10.1 hereof, incurred prior to termination.

8.4 For purposes of this section, it is acknowledged that the Consultant's services under the contract are personal services and may not be assumed by or assigned by a trustee in bankruptcy.

8.5 In the event of termination, the Consultant shall promptly deliver to the Town copies of all Instruments of Service developed under this Agreement to the time of termination.

## **ARTICLE 9**

### **MISCELLANEOUS PROVISIONS**

9.1 This Agreement shall be governed by the laws of Massachusetts.

9.2 To the maximum extent permitted by law, the Consultant, at its expense, shall indemnify, hold harmless and defend with counsel acceptable to the Owner, the Owner and any of its or their boards, committees, subcommittees, commissions and other affiliated or related entities and/or its officials, members, directors, officers and employees from and against all claims, causes of action, suits, demands, losses, damages, liabilities and expenses (including reasonable attorneys' fees) to the extent the same arise out of or result from the misconduct, breach or negligence (including without limitation negligent professional acts, errors or omissions) of the Consultant or its Consultants in performance of Services under this Agreement. The Consultant shall cause this indemnity obligation to be insured under its commercial general liability and professional liability insurance policies, as applicable, to the extent that such obligation is covered by generally available policy terms or endorsements and subject to the terms, conditions and exclusions of the Consultant's insurance policies. Such obligation shall not be construed to negate or abridge any other obligation of indemnification running to the benefit of the Owner or such other indemnitees that would otherwise exist. This indemnification and hold harmless agreement shall not be limited by any provision of insurance required pursuant to Paragraph 12.1 of this

Agreement. The Consultant shall specifically include in its agreements with its Consultants an indemnification provision identical in substance to the provisions of this Paragraph 9.2, by which each Consultant agrees to indemnify the Consultant and the Owner.

9.3 The Owner and the Consultant waive all rights against each other and against the contractors, consultants, agents and employees of the other for property damage, but only to the extent such property damage is covered by property insurance maintained by the Owner or the Consultant, as applicable, and only to the extent that such waiver shall not result in a denial or reduction in coverage under such property insurance policies. The Owner and the Consultant shall each require similar waivers from their contractors, consultants and agents.

9.4 This Agreement shall be binding upon and inure to the benefit of the Owner and Consultant and their respective successors, assigns and legal representatives. Neither the Consultant nor the Owner shall directly or indirectly assign this Agreement without the written consent of the other.

9.5 This Agreement represents the entire and integrated agreement between the Owner and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and the Consultant.

9.6 Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor of a third party against either the Owner or the Consultant.

9.7 The Consultant and the Consultant's Consultants shall have no right to take, collect, test or analyze soil or water samples from the Project site and shall have no responsibility for the handling, removal or disposal of hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. If any such hazardous materials are encountered at the Project site, and a Licensed Site Professional (LSP), retained by the Owner at its sole expense, reasonably determines that the Consultant's continued performance of any of its Services hereunder could expose the Consultant to loss, damage or liability as a result of the presence of such hazardous materials, the Consultant may, upon reasonable prior notice to the Owner, suspend performance of those of its Services affected thereby until adequate arrangements are made by the Owner to remediate the hazardous materials.

9.8 Any and all notices, demands, consents, approvals, requests, offers, elections and other communications required or permitted under this Agreement ("notice") shall be given in writing and the same shall be delivered either in hand, by

telecopier with hard copy confirmation of transmission, or by mail or Federal Express or similar expedited commercial carrier, addressed to the recipient of the notice, postpaid and registered or certified with return receipt requested (if by mail), or with all delivery charges prepaid (if by Federal Express or similar carrier). If, pursuant to the provisions of this Agreement, a notice is required to be given or delivered on or before a specific date which is not a business day, the deadline for giving such notice shall automatically be extended to the next following business day.

All notices required or permitted to be sent hereunder shall be deemed to have been given for all purposes of this Agreement upon the date of confirmed transmission, in the case of a notice by telecopier, and, in all other cases, upon the date of receipt or refusal of delivery, except that if a notice is so given on a day which is not a business day, such notice shall be deemed to have been given on the next following business day.

All such notices shall be addressed, if to the Owner to:

Town Manager  
Town of Acton  
472 Main Street  
Acton, Massachusetts 01720

and if to the Consultant, to:

           [Insert]

By notice given as herein provided, the parties hereto and their respective successors and assigns shall have the right from time to time and at any time during the term of this Agreement to change their respective addresses effective upon receipt by the other parties of such notice and each shall have the right to specify as its address any other address within the United States of America.

9.9 No action or inaction by the Owner or the Consultant pursuant to this Agreement or with respect to the Project shall operate as a waiver of any rights under this Agreement, except as expressly provided herein.

9.10 No official, member, director, officer, consultant, trustee, joint venturer, partner, beneficiary, employee, volunteer, agent or representative of the Owner or any affiliate or related entity of the Owner shall be individually or personally liable to the Consultant under any term or provision of this Agreement for the Owner's payment obligations or otherwise, or because of any breach hereof, or otherwise liable in connection with any claim or matter arising out of this Agreement or the Project, the Consultant agreeing to look solely to the assets of the Owner for the satisfaction of any



liability of the Owner hereunder. In no event shall the Owner be liable to the Consultant except for payment for services rendered pursuant to and in accordance with this Agreement, nor shall the Owner or any affiliate or related entity of the Owner ever be liable to the Consultant for indirect, special, incidental or consequential damages, or for damages or loss from causes beyond the Owner's reasonable control.

**9.11** Duties, responsibilities and limitations of authority of the Consultant under any provision of this Agreement shall not be restricted, modified or extended except by the written agreement of the Owner and the Consultant.

**9.12** The Owner's review, approval, acceptance or payment for Services under this Agreement shall not operate as a waiver of any rights under this Agreement. The rights and remedies of the Owner provided for under this Agreement are in addition to and not in limitation of any other rights or remedies provided by law or in equity. The Owner may assert a right to recover damages either during or after performance of this Agreement.

**9.13** If any provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be deemed affected thereby.

**9.14** Under this Agreement, the Consultant is obligated to ensure that the Project be conducted, and that all services and other work performed by the Consultant under the Agreement shall be performed so as to comply with all applicable federal, State and municipal laws, regulations, codes, and ordinances. In particular, without limitation, the Consultant agrees to comply with all regulations pertaining to approvals for state grants.

**9.15** The provisions of Article 6, Article 7, Paragraph 9.2, Paragraph 9.8, Paragraph 9.9, Paragraph 9.10, Paragraph 12.1, and any other provisions of this Agreement that by their terms or by implication are intended to continue in effect after the expiration (full performance) or earlier termination of this Agreement, shall survive the expiration (full performance) or termination for any reason of this Agreement.

## **ARTICLE 10**

### **PAYMENTS TO THE CONSULTANT**

#### **10.1 REIMBURSABLE EXPENSES**

**10.1.1** Reimbursable Expenses, which are in addition to compensation for Basic and Additional Services, shall mean those expenses reasonably incurred by the Consultant and the Consultant's employees and Consultants in the interest of the Project and described in Subparagraphs 10.1.1.1 through 10.1.1.3 below; provided, however, that in no event shall the Owner have any obligation to reimburse the Consultant for

any expenses incurred (i) in connection with the preparation of the Consultant's application or proposal to the Owner or promotional or marketing material; or (ii) more than ninety (90) days prior to presentation to the Owner of the Consultant's application for payment of such expenses.

**10.1.1.1** Fees paid in connection with Permits and Approvals for the Project.

**10.1.1.2** Expense of renderings, models, photography and mock-ups requested by the Owner (design work in connection with mock-ups or models is part of the Consultant's Basic Services; only the costs of producing models or mock-ups are Reimbursable Expenses).

**10.1.1.3** Premium expense for additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that specified in Article 12.

**10.1.2** The following expenses shall not be considered Reimbursable Expenses, and are included in the Consultant's compensation for Basic Services: (i) costs for computer use, data and word processing, facsimile transmission, routine duplication, etc., (ii) travel and related expenses, unless expressly approved in advance by the Owner in special circumstances, (iii) expenses for telecommunications services (including telephone and telecopier, long distance and local service charges, cellular telephone charges, pagers and other wireless telecommunications devices, etc.), (iv) costs of consumable office supplies, (v) interest and penalties, (vi) attorneys fees, and (vii) any other costs or expenses not specifically listed in subparagraph 10.1.1 or specifically approved in advance by the Owner.

#### **10.2 PAYMENTS ON ACCOUNT OF SERVICES**

**10.2.1** Payments on account of Basic Services, Additional Services and Reimbursable Expenses shall be made monthly and in accordance with Article 11.

**10.2.2** The Consultant shall submit to the Owner a monthly request for payment, in form and substance satisfactory to the Owner. Each request for payment shall set forth the amount due on account of Basic Services, Additional Services and Reimbursable Expenses for the preceding month and shall contain a detailed breakdown of each amount, the sum of all prior payments, and such other information required under this Article 10. The Consultant's request for payment shall clearly separate billing for work completed with respect to the Project in Acton from work that may be completed under separate contract with the Towns of Carlisle and/or Westford, and shall include a description of services performed under the task or tasks in such form and detail and with such supporting data as the Town of Acton may reasonably require showing the computational basis for all charges. The Consultant shall keep

records pertaining to services performed employing sound bookkeeping practices and in accordance with generally accepted accounting principles.

**10.2.3** The Owner shall review each such request for payment, and may make such exceptions or adjustments as the Owner considers necessary or appropriate. Within thirty (30) days after submission of each such request for payment to the Owner or as expeditiously as possible, if longer than thirty (30) days, the Owner shall make payment to the Consultant in the amount approved, subject to Subparagraph 10.2.3 below. The cumulative amounts of such progress payments to the Consultant shall not exceed the amount specified in Subparagraph 11.1.1.

**10.2.4** Not more than seventy-five percent (75%) of the Basic Compensation, as specified in Article 11, shall be paid or payable prior to the approval of the 25% design by the Massachusetts Highway Department ("Mass Highway").

**10.2.5** Payments under this Agreement will be made only to the Consultant. The Consultant shall be responsible for payment of any of its Consultants. The Consultant shall deliver with each request for payment a release in a form acceptable to the Owner from each Consultant affirming that the Consultant has been or will be paid by the Consultant for services rendered and covered by the request for payment.

**10.2.6** The Consultant shall not be paid for any services not included in the contract scope of work, such as additional work that should have been anticipated by the Consultant in the preparation of its proposal, as reasonably determined by the Town Manager, or any services made necessary by the fault or negligence of the Consultant or any of its Consultants.

**10.2.7** Any provision of this Agreement to the contrary notwithstanding, the Owner shall not be obligated to make any payment (whether a progress payment or final payment) to the Consultant hereunder if any one or more of the following conditions exists:

1. The Consultant is in material default of any of its obligations hereunder;

2. Any part of such payment is attributable to services which are not performed in accordance with this Agreement; provided, however, that payment shall be made as to the part thereof attributable to services which were performed in accordance with this Agreement; or

3. The Consultant has failed, without good cause, to make payments promptly to its Consultants or others engaged in connection with performance of Services for which the Owner has made payment to the Consultant.

**10.3** No progress payment made shall be construed as final acceptance or approval of that part of the Services to which such progress payment relates, or relieve the Consultant of any of its obligations hereunder.

**10.4** When the Consultant receives payment from the Owner, the Consultant shall promptly make payment to each Consultant whose work was included in the Services for which payment was made by the Owner. The Consultant shall promptly pay all bills for labor and materials performed and furnished by others in connection with the performance of services.

**10.5** The acceptance of final payment shall constitute a waiver by the Consultant of all claims except those previously made in writing and identified by the Consultant as unsettled at the time of its final request for payment.

## **10.6 CONSULTANT'S ACCOUNTING RECORDS**

**10.6.1** The Consultant shall keep detailed records of all Reimbursable Expenses and all charges for Basic Services and Additional Services to the extent that such charges are calculated on the basis of billable hourly rate(s) of the applicable employee(s). Such records shall be kept in accordance with generally accepted accounting principles and in accordance with applicable law, and shall be made available to the Owner or the Owner's authorized representative at the Consultant's office or at another mutually agreeable location upon seven (7) days prior notice during the term of this Agreement and thereafter as provided herein or required by law. If any audit, inspection or examination performed by or on behalf of the Owner discloses overcharges (of any nature) by the Consultant to the Owner, the Consultant shall immediately rebate to the Owner the total amount of such overcharge together with an overcharge assessment equal to ten percent (10%) of the overcharge amount. In addition, if the overcharge amount is equal to or greater than one percent (1%) of the total compensation for Basic Services payable by the Owner hereunder, the cost of the Owner's audit shall be reimbursed to the Owner by the Consultant.

## **ARTICLE 11**

### **BASIS OF COMPENSATION**

The Owner shall compensate the Consultant as follows:

#### **11.1 BASIC COMPENSATION**

**11.1.1** For Basic Services as described in Article 2, Basic Compensation shall not exceed \_\_\_\_\_ (\$ \_\_\_\_\_), payable on a monthly basis for actual services performed.

## 11.2 COMPENSATION FOR ADDITIONAL SERVICES

**11.2.1** At the option of the Owner, compensation to the Consultant on account of Additional Services shall be on the basis of (i) an agreed lump sum amount, or (ii) the hourly billing rates set forth in **Exhibit D**, which billing rates are all-inclusive, or other billing rates agreed upon by the Owner and the Consultant. Whenever possible, and unless the Owner otherwise approves in writing, compensation to the Consultant on account of Additional Services shall be on the basis of agreed lump sum amounts. As used herein "direct personnel expense" means the direct salaries paid to the Consultant's and its Consultants' personnel engaged in performance of the services. The multiplier specified above includes all costs of mandatory and customary contributions and benefits related to such direct salaries, such as employment taxes and other statutory employee benefits, insurance, employee retirement plans and similar contributions and benefits. Unless otherwise stated in the Owner's written authorization for the performance of Additional Services, the Consultant may request payment for Additional Services on a monthly basis based upon the services performed and costs incurred by the Consultant.

**11.2.2** For Additional Services of Consultants, the Consultant's compensation shall be equal to the amounts billed to the Consultant for such services, subject to the provisions of Subparagraph 11.2.1.

**11.2.3** The Town of Acton shall be responsible only to pay for Additional Services pertaining to the Project in Acton. The Towns of Carlisle and/or Westford shall be responsible to pay for Additional Services pertaining to the Project and performed under separate contract in those towns. All amounts for Additional Services shall be allocated accordingly on the Consultant's invoices.

## 11.3 REIMBURSABLE EXPENSES

**11.3.1** For Reimbursable Expenses, as described in Paragraph 10.1, the reimbursement amount payable by the Owner shall be equal to a multiple of 1.10 times the actual direct cost. In the case of Reimbursable Expenses incurred by Consultants, only one mark-up shall be payable.

**11.3.2** The Town of Acton shall be responsible only to pay for Reimbursable Expenses pertaining to the Project in Acton. The Towns of Carlisle and/or Westford shall be responsible under separate contract to pay for Reimbursable Expenses pertaining to the Project in those towns. All Reimbursable Expenses shall be allocated accordingly on the Consultant's invoices.

## ARTICLE 12

### OTHER CONDITIONS OR SERVICES

**12.1** The Consultant shall maintain at the Consultant's expense, and shall file with the Owner a certificate evidencing, professional liability insurance issued by an insurance company admitted to conduct business in Massachusetts or a non-admitted company listed on the Massachusetts Insurance Commissioner's approved list, and otherwise acceptable to the Owner having minimum limits of \$500,000.00 for each claim and \$1,000,000.00 annual aggregate. Such professional liability insurance shall have a deductible not in excess of \$50,000, for which the Owner shall not be responsible, shall cover the negligent professional errors, omissions and acts of the Consultant and/or of any Consultant or other person or business entity engaged by the Consultant to provide services in connection with this Agreement or for whose performance the Consultant is legally liable, and shall remain in full force and effect from the date hereof until substantial completion of the Project and for a period of six (6) years following completion of the Consultant's Services provided pursuant to this Agreement. The Consultant shall also maintain general liability insurance including contractual liability coverage with a combined single limit not less than \$1,000,000.00 each occurrence and \$2,000,000.00 annual aggregate. Such policies and certificates shall each include an endorsement stating that the issuing company shall mail at least thirty (30) days prior written notice to the Owner before cancellation, expiration without renewal, or material amendment of such policy, except that at least ten (10) days prior written notice shall be given to the Owner in the event of cancellation for non-payment of premium. The Consultant shall also maintain: (i) statutory workers' compensation coverage and occupational disease coverage in accordance with the laws of the Commonwealth of Massachusetts and the laws of any other jurisdiction to which the Consultant may be subject; and (ii) valuable papers insurance coverage. The Consultant shall require its Consultants to maintain similar insurance coverages as the Consultant is required to maintain under this

Agreement, in amounts acceptable to the Owner. The Owner shall be included as an additional insured on the Consultant's insurance policies, except for professional liability and workers' compensation. The Consultant shall deliver signed original insurance certificates to the Owner evidencing all of the foregoing insurance at the execution of this Agreement and on an annual basis thereafter, and shall, if requested by the Owner, deliver to the Owner originals or certified copies of the required insurance policies.

**12.2** The Consultant shall not employ additional consultants not identified in **Exhibit B**, nor subcontract, assign or transfer any part of its Services or other obligations under this Agreement without the prior written consent of the Owner. Written consent shall not in any way relieve the Consultant from its responsibility for the professional and technical accuracy and the coordination of all data, designs, Drawings, Specifications, estimates and other work or materials furnished hereunder.

**12.3** Time is of the essence under this Agreement. The Consultant agrees to adhere to the time requirements and schedules included in this Agreement; to perform its services as expeditiously as is consistent with the standard of professional skill and care required hereby; and to perform its services in coordination with the operations of the Owner of this Project and with any of the Owner's Consultants in connection with the Project. It shall be the obligation of the Consultant to request any information necessary to be provided by the Owner for the performance of the Consultant's services. As liquidated damages (and not as a penalty) for the Consultant's failure to meet the Target Completion Date and Timeline included in **EXHIBIT A** (unless said dates are extended in writing by the Owner), the Consultant shall be liable to the Town of Acton in the amount of \$500 per day for each day that the Consultant is late in meeting any such Target Completion Date and Timeline.

**12.4** For purposes of this Agreement, staffing problems, insufficient financial resources, any default by a Consultant engaged by the Consultant or negligent errors or omissions by the Consultant or any of its Consultants shall not be considered causes beyond the control of the Consultant

**12.5** The Consultant agrees as follows:

**12.5.1** In connection with performance of the Services under this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, creed, national origin, ancestry, age, gender or disability. The Consultant shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Massachusetts Commission Against Discrimination (the "Commission"), setting forth the provisions of the Fair Employment Practices Law of the Commonwealth.

**12.5.2** In connection with the performance of Services under this Agreement, the Consultant shall not discriminate in its relationships with consultants or suppliers on the basis of race, color, religion, creed, national origin, ancestry, age, gender or disability. In all the Consultant's solicitations for bids or proposals it shall notify in writing each potential consultant or supplier of the Consultant's obligations under this Paragraph 12.3, and it shall be a term of each contract with a consultant or supplier in connection with the performance of the Services under this Agreement that the consultant or supplier shall be bound to non-discrimination and equal opportunity requirements equivalent to the obligations of the Consultant hereunder.

**12.5.3** The Consultant shall comply with all applicable Laws and Regulations pertaining to non-discrimination, equal opportunity and affirmative action, including without limitation executive orders and rules and regulations of federal and state agencies of competent jurisdiction.

**12.5.4** The Consultant's non-compliance with any provision of this Paragraph 12.5 shall constitute a material breach of this Agreement, for which the Owner may, in its discretion, upon failure to cure said breach within thirty (30) days after written notice thereof, terminate this Agreement upon ten (10) days written notice. The Consultant shall indemnify and hold harmless the Owner from any claims and demands of third parties resulting from the Consultant's non-compliance with any of the provisions of this Paragraph 12.5 and in case of termination or cancellation of this Agreement, the Consultant shall indemnify the Owner during the remainder of the original term against any loss and damage suffered by reason of such termination.

**12.6** The Consultant shall keep confidential and shall not, without the Owner's prior written consent, release or disclose any information relating to the Project to anyone except as necessary to perform its work hereunder.

**12.7** By execution of this Agreement, the Consultant incorporates herein by reference the truth-in-negotiation certificate filed with the Owner, and hereby confirms:

**12.7.1** The wage (salary) rates and other costs used to support the Consultant's compensation are accurate, complete and current at the time of contracting; and

**12.7.2** The Consultant agrees that the compensation hereunder may be adjusted within one (1) year of final completion of this Agreement to exclude any significant amounts if the Owner determines that the compensation was increased by such amounts due to inaccurate, incomplete or non-current wage (salary) rates or other costs.

**12.8** By execution of this Agreement, the Consultant, pursuant to Section 49A of Chapter 62C of the Massachusetts

General Laws, certifies under the penalties of perjury that it has, to the best knowledge and belief of the undersigned on the Consultant's behalf, filed all state tax returns and paid all state taxes required under law.

**12.9** The Consultant acknowledges that the Owner is a municipality for the purposes of Chapter 268A of the Massachusetts General Laws (the Massachusetts conflict of interest statute), and the Consultant agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with obligations of the Consultant based on said statute.

**12.10** The Consultant hereby certifies that it has not given, offered or agreed to give, any gift, contribution or offer of employment as an inducement for, or in connection with, the award of this Agreement.

**12.11** The Consultant hereby certifies that none of its Consultants or subcontractors have given, offered or agreed to give, any gift, contribution or offer of employment to the Consultant or to any other person, corporation or entity as an inducement for, or in connection with, the award to the Consultant or subcontractor of a contract by the Consultant.

**12.12** The Consultant hereby certifies that no person, corporation or other entity, other than a bona fide full-time employee of the Consultant, has been retained or hired to solicit for, or in any way assist, the Consultant in obtaining this Agreement upon an agreement or understanding that such a person, corporation or other entity be paid a fee or other consideration contingent upon the award of the Agreement.

**12.13** The Consultant hereby certifies that neither the Consultant nor any of its affiliates is currently debarred or

suspended by the Commonwealth of Massachusetts or any of its subdivisions, under any Commonwealth law, including, but not limited to Section 29F of Chapter 29, or Section 25C of Chapter 152.

**12.14** The Consultant shall comply with all applicable requirements of M.G.L. c. 30, § 39R.

**12.15** This agreement includes the Exhibits listed below, all of which are appended hereto and are as fully a part of this Agreement as if set forth or repeated herein.

- |                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>Exhibit A</b> | Scope of Services, including Target Completion Date and Timeline    |
| <b>Exhibit B</b> | - Consultant's Consultants and Owner's Consultant's                 |
| <b>Exhibit C</b> | - Key Personnel of Consultant and Primary Consultants               |
| <b>Exhibit D</b> | - Schedule of A/E Hourly Billing Rates                              |
| <b>Exhibit E</b> | - Project Schedule                                                  |
| <b>Exhibit F</b> | - Program Materials and Other Materials Provided by Owner           |
| <b>Exhibit G</b> | - Existing Data on Site and Subsurface Conditions (where available) |
| <b>Exhibit H</b> | - Consultant's Fee Proposal                                         |

This Agreement entered into as of the day and year first written above.

**TOWN OF ACTON**

**[Consultant]**

By: \_\_\_\_\_  
Don P. Johnson, Town Manager

By: \_\_\_\_\_  
Signature

**EXHIBIT A****SCOPE OF SERVICES 25% DESIGN****Bruce Freeman Rail Trail  
Acton Indoor Sports, Acton via Carlisle to Route 225, Westford**

The objective is to advance the BFRT design at a schedule that allows for a construction contract award in Federal Fiscal Year 2008 as currently programmed in the 2006-10 TIP. Services and tasks to be performed by the selected Consultant shall include, but not necessarily be limited to, those outlined in this scope of services.

This scope of services covers the project in all three towns. When making the proposals to each Town separately, consultants are advised to tailor the scope of services specifically to the town for which the proposal intended.

**1. Target Completion Date and Timelines**

- A. The target completion date for this project is April 30, 2007 for submission of the 25% design review documents to MassHighway. The Consultant is expected to finish all tasks, products, and objectives identified in this RFP by the specified completion date. The towns, at their discretion, may amend the deadline as they deem necessary to accommodate actions (or failures to act) by Local, State, and Federal agencies with jurisdiction, or other circumstance beyond the Consultant's control.
- B. In the proposal, the Consultants should add a suggested work schedule with realistic dates for key events, such as hearings and document submissions, and for the completion of interim project milestones.

**2. Special considerations/issues/caveats**

- EOT is the current owner of the right-of-way (ROW). A contract with the selected design engineer is contingent on EOT granting permission to access the ROW and perform necessary surveys and site investigations to deliver the 25% MassHighway design.
- There are seven trestles for brook crossings. The 25% design shall determine if and how the trestles need to be restored for multiuse rail trail purposes.
- The crossing of Great Road (2A/119) in Acton requires particular attention. The Town of Acton believes that, given vehicle traffic volumes and speeds on Great Road, an unprotected at-grade crossing would be very unsafe and therefore unacceptable. Several design options must be explored.
- The BFRT will cross Main Street (27) twice in North Acton. Vehicles volumes are lower, but speeds are comparable to traffic on 2A/119. Good design and traffic management may allow safe at-grade crossings in these locations. Design options must be explored.
- Rex Lumber Co. owns property on both sides of the ROW in North Acton. Rex has encroached onto the ROW and posted it with "No Trespassing" signs where it abuts the Rex property. The Town of

Acton wishes to explore alternative routes around, over, or under the Rex property as part of the 25% design work.

- At the northerly end of the project ROW in Westford, the rail trail will cross Route 225 to connect with the northerly Lowell to Westford segment of the Bruce Freeman Rail Trail. The crossing location is immediately adjacent to the signalized intersection of Route 225 with Route 27. This is another major road where design options must be explored to ensure a safe crossing.
- At the southerly end of the project ROW in at Acton Indoor Sports in East Acton, the trail dead-ends at a widening of the ROW. The design shall include provisions for a temporary turnaround for use until the trail is continued across Route 2 into West Concord.
- Much of the trail route runs through extensive wetlands and flood plains. The trail section between Route 2A/119 and the southerly crossing with Route 27 runs through a delineated NHESP Estimated Habitat of Rare Wildlife. The Acton Conservation Commission is aware of the rail trail project.
- There is a need for parking areas along the BFRT corridor. Appropriate locations for designated parking areas shall be identified and explored, and incorporated into the 25% design work as directed by the town.
- Along the BFRT route there are opportunities for spur trails into surrounding areas and neighborhoods, especially where there is adjacent or nearby Town-owned land. These opportunities shall be identified and explored, and incorporated into the 25% design work as directed by the town.

### 3. Tasks

#### A. General:

The Consultant will do all things necessary to prepare and obtain approval for the 25% MassHighway design plans in accordance with the applicable procedures and standards outlined in the MassHighway 2006 Project Development and Design Guide, including:

1. Hold initial project kick-off meetings with representatives of each town, and maintain subsequent consultations with them throughout the duration of the project as needed to advance the project.
2. Provide the towns' representatives monthly with a brief update/ progress report. Reports shall be in the form of technical memoranda or letters, not as e-mail communications.
3. Meet with MassHighway representatives as necessary.
4. Organize and attend meetings with abutters, the public, town officials, and other interested parties early in the project (at the "10% design stage") at times to be determined most suitable by the towns and the Consultant. The towns will handle the notifications for public meetings, which will be posted at least three weeks in advance.
5. Identify all required local, State, and Federal environmental and other permits, certificates, and other approvals that are needed for the construction of the rail trail. Prepare and file all applications for such approvals at the appropriate time as early as practical during the project schedule to ensure that the rail trail stays on track for the year in when Federal construction funding is programmed.
6. Coordinate and communicate with all agencies having jurisdiction and keep the town and MassHighway informed of all such communications.



7. All work on and design of the multi-use path shall follow MA Department of Environmental Protection's Best Management Practices (BMPs) for Controlling Exposure to Soil during the Development of Rail Trails.
8. It is expected that there will be a desire by neighbors for privacy and screening in certain areas along the rail trail route. The design shall identify and consider such screenings to a reasonable extent within the anticipated available budget.
9. Determine any additional ROW that may be necessary to build the project.
10. Submit to MassHighway (in the format and number of duplicates that they may require) and the town (2 copies each, plus electronic files) the necessary documentation and plans for the 25% Submission Design Review, including but not limited to:
  - Documentation and data for the 25% Submission Environmental Review by MassHighway's Environmental Section;
  - Preliminary designs for bridges, "boardwalks", street crossings, and on-street segments;
  - Functional Design Report;
  - Design Exceptions Report as necessary;
  - Cost estimates for the completion of the project based on the most recent available information, broken down by detailed design and construction portions, separately. Include separate details on assumptions for each of the following: rail and tie removal; grading; and the scrap value of the rails.
  - Any other documentation required by MassHighway for acceptance of the 25% design plan.
11. The 25% design work shall include all environmental permitting and approvals as required by applicable law and to the extent feasible at this level of design.
12. Conduct 25% Design hearings. The towns will handle the notifications for public meetings, which will be posted at least three weeks in advance.
13. After the hearings and MassHighway review, do all things necessary to obtain MassHighway - and FHWA, if needed - 25 percent design approval.
14. As directed by the town, perform work as specified in Add-Alternatives 1 through 3.

**B. Survey, Engineering, Design - Process and Details:**

In preparing plans and documents, the Consultant shall follow the process and description that follows as a guide only. Each section 1 through 3 shall upon completion be followed by an interim report to be submitted to the Town (5 copies). In the proposal, consultants are encouraged to make appropriate changes and adjustments as they see necessary and appropriate to deliver a better product and service, and/or to save costs without compromising the project objective and quality of work. Consultants should consider the MassHighway 2006 Project Development and Design Guide, in particular chapter 4, when preparing proposals.

*1. Field Survey, Base Mapping, and Data Collection*

- a. Collect available data and inspect all features of the trail route.
- b. Hold a Project Kick-off Meeting with the towns' representatives to discuss goals and review initial ideas.
- c. Supplement available mapping and plans with on-the-ground survey as needed to establish ground control, and to locate on the plan existing features and conditions including rails, culverts, bridges, limits of vegetation, foot paths, walks, drives, parking lots, streets, walls, curbing, structures, fences, manholes, hydrants, utility poles, water lines, sewer lines, utility lines, drainage lines, and other physical features above and below ground.
- d. Establish existing ROW lines and property boundaries/ownership from available maps and plans, and field verify.
- e. Provide cross-sections at 50-foot station intervals where needed.
- f. Create an electronic base plan and plot all information on 24"x36" (or roll plans) reproducible mylars at 1"=40' for plans and appropriate scale for cross sections and profiles.
- g. Include an appropriate allowance of time for a boring crew to perform soil tests, borings, and pavement cores where needed.

**The Consultant shall not conduct any borings without prior permission by the respective towns' Manager or Administrator and the affected property owner!**

- h. Collect and review available wetland mapping. Meet on site with town's Conservation Commission representatives to view wetland areas and limits. Establish wetland boundaries/resource delineation as may be required by the Conservation Commission. Include approximate wetland limits on base plan.
- i. Collect traffic data at major street crossings and in areas of on street trail routing as required or advised by MassHighway, and as generally necessary to determine prudent safeguards for trail users and motorists.

## 2. *Concept Design Plan*

- a. Compile a constraints map to include base survey information, wetlands limits, other environmental constraints, ROW lines, etc.
- b. Plot constraints on a best available aerial map at suitable scale.
- c. At an early stage in the process ("10% design stage"), prepare conceptual drawings and documents, and discuss costs and benefits / pros and cons, for design alternatives for certain special issues areas in Acton and Westford as a decision-making tool in preparation of subsequent "10% design" meetings with Town and MassHighway officials, key abutters, and the general public:
  - i. ***Route 2A/119 crossing in Acton:*** In a robust and creative alternatives analysis, discuss various options for crossing 2A/119 between Brook Street and Route 27, which may include, but not necessarily be limited to any one, or a combination of the following:
    - at-grade crossing at ROW – unsignalized;
    - at-grade crossing at ROW – signalized or otherwise protected;

- bridge at ROW crossing;
  - underpass at suitable location with or without changing 2A/119 road grade;
  - detour north along roadway for crossing with signal at 2A/27 intersection;
  - detour south along roadway for crossing at or near Davis Road intersection;
  - north of 2A/119 using Davis Road and Town-owned conservation land to reconnect to railroad ROW;
  - routing trail via Brook Street to Davis Road or the r.o.w., with a crossing of 2A/119 anywhere at or between Brook Street and Davis Road;
  - For at-grade crossings of 2A/119, conduct a traffic signal warrant analysis taking into account automobile traffic, Bruce Freeman Rail Trail traffic, as well as total pedestrian movements in the general vicinity that would utilize a signalized crossing if a safe crossing opportunity would be available.
- ii. ***Route 27 crossing at Ledge Rock Way, Acton:***
- at-grade crossing at ROW – unsignalized;
  - at-grade crossing at ROW – signalized;
  - consider crossing alignments and shoulder road modifications for optimum sight distances.
- iii. ***Rex Lumber passage north of Ledge Rock Way, Acton:***
- For routing on railroad ROW consider optimum safety provisions for Rex Lumber plant traffic across rail trail and reasonable security provisions for Rex Lumber plant.
  - For routing on detour on northwest side of ROW (NARA Route), determine:
    - Improvements required on Ledge Rock Way;
    - Improvements required within Town-owned North Acton Recreation Area (NARA), including but not limited to parking, buildings, structures and other infrastructure to accommodate the anticipated increased usage by BFRT users of the pond and the beach amenities; and
    - Right-of-way / easement needs required from Rex Lumber on the north side of their property to reconnect trail from NARA to railroad ROW.
- iv. ***Route 27 crossing at Ledge Rock Way, Acton:***
- at-grade crossing at ROW – unsignalized;
  - at-grade crossing at ROW – signalized;
  - consider crossing alignments and shoulder road modifications for optimum sight distances.
- v. ***Route 225 crossing, Westford:***
- at-grade crossing at ROW – unsignalized;

- at-grade crossing at ROW – signalized;
- consider crossing alignments and shoulder road modifications for optimum sight distances;
- consider the adjacent signalized 27/225 intersection and possible integration of crossing with the signal.

vi. ***Vehicular Parking:***

- Identify and evaluate viable opportunities and locations for car parking along the trail route.

vii. ***Trail Spurs:***

- Identify and evaluate viable opportunities and locations for trail spurs into surrounding areas and neighborhoods.

viii. ***Parallel Equestrian / Jogging Trail:***

- Identify locations for the placement of soft-surface equestrian / jogging trail running parallel on the ROW. Include this in the rail trail design wherever there is adequate width in ROW. Specify width, surface material, and separation from the paved trail surface.
- d. Meet with town and MassHighway representatives to discuss the proposed location of the trail, and in particular the various design options (above). Especially with respect to the 2A/119 crossing, develop in this meeting up to three preferred alternatives for more detailed analysis as needed. When completed, meet with key abutters and property owners as necessary (1<sup>st</sup> “10% design” meeting).
  - e. Prepare and attend general public meeting(s) on the proposed trail design, especially the proposed design options above, and receive public input and suggestions (2<sup>nd</sup> “10% design” meeting(s)). The towns will serve public notice at least three weeks in advance of any and all public meetings.
  - f. Compile all meeting information into revised concept plans.
  - g. Prepare Conceptual Construction Cost estimate for the trail with the design options still in play.
  - h. Meet with Town and MassHighway representatives, present the revised concept plans and Conceptual Construction Cost estimates. The purpose of this meeting is to settle on one preferred design option (or a set of choices) in each location or subject area that will then be carried forward to the 25% design stage.

3. ***25% Design Review Submittal***

- a. Advance the final concept plans to the 25% design stage as required for MassHighway 25% design review. Show on the plan preferred typical and, as needed, special/critical cross section(s) and layout, proposed profile (with existing profile shown), and preferred solutions to the areas of special consideration and concern identified herein.

- b. Show how cuts in the railroad bed and generally the removal of rail bed material will be avoided or minimized.
- c. Identify on plan all areas where additional ROW acquisition is necessary to accommodate the preferred design.
- d. Present the anticipated storm drainage design and best management practices (BMPs) at a level suitable for the 25% submittal. Utilize the existing drainage system wherever possible.
- e. Identify and explain in concept fashion the work proposed at structures.
- f. Summarize traffic data collected at grade crossings and on-road trail segments, and discuss the need for appropriate traffic controls, especially controls with significant cost such as traffic signals or grade separation.
- g. Develop detailed Conceptual Construction Cost estimates for 100% design, bidding, construction, and construction supervision.
- h. Prepare for and participate in the 25% design public hearings. The towns will serve public notice at least three weeks in advance of any and all public meetings.
- i. Receive, review, and summarize 25% design review comments for the towns and in cooperation with the towns' representatives do all additional work, amend the plan, and revise documents as necessary to obtain MassHighway 25% design approval.

The towns may opt to add, not necessarily in this order, one or more of the following Add-Alternatives:

C. Add-Alternate 1: Additional Funding

In the event that additional Federal and/or State funding is required to advance the project to 100% MassHighway approval, or in the event that the project will exceed the construction funding amount programmed in the then applicable Boston MPO Transportation Improvement Program, the Consultant shall assist the towns in working with State or Region officials to identify appropriate funding programs and to obtain the necessary additional funding increases. Such assistance shall include but not necessarily be limited to: Preparation of plans, forms, and documents necessary to apply for such additional funding; presence and participation in meetings as required; and correspondence with State officials as required. All such activities shall require coordination with and prior approval by the affected town(s). This Add-Alternate effort may be added by a town at any time during the 25% design project, if needed.

D. Add-Alternative 2: Parking Lots

Following the "10% design" meetings a town may opt to add parking lot designs at various preferred locations to the 25% plan development.

E. Add- Alternative 3: Trail Spurs

Following the "10% design" meetings a town may opt to add the design for trail spurs at various preferred locations to the 25% plan development.



**EXHIBIT B**

**CONSULTANT'S CONSULTANTS AND OWNER'S CONSULTANTS**

**Approved Consultant's Consultants**

[List, as applicable]

**Owner's Consultants**

[List, if applicable]

**EXHIBIT C**

**KEY PERSONNEL OF CONSULTANT AND PRIMARY CONSULTANTS**

**Principal – in-charge**

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**Project Manager**

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**etc.**



**EXHIBIT D**

**SCHEDULE OF A/E HOURLY BILLING RATES**

**EXHIBIT E**  
**PROJECT SCHEDULE**

**EXHIBIT F**

**PROGRAM MATERIALS and OTHER MATERIALS PROVIDED BY OWNER**

The following materials may be viewed at the Town of Acton Planning and Engineering Departments:

1. Bruce Freeman Rail Trail Feasibility Study, 2004 (<http://doc.acton-ma.gov/dsweb/Get/Document-11645/BFRT+2004+Feasibility+Study.pdf>).
2. Right of Way and Track Map of former Old Colony Railroad Co. Station 633+60 to Station 950+40; 6 sheets: <http://doc.acton-ma.gov/dsweb/View/Collection-1200>).
3. Lowell - Sudbury Bicycle Path Feasibility Study, 1987.
4. Town Atlas (assessors) Maps.
5. Deeds and record plans of abutting properties.

The following materials may be viewed at the Town of Westford Planning and Engineering Departments:

1. GIS mapping.

Other:

1. Friends of the Bruce Freeman Rail Trail website: [www.brucefreemanrailtrail.org](http://www.brucefreemanrailtrail.org).

**EXHIBIT G**

**EXISTING DATA ON SITE AND SUBSURFACE CONDITIONS  
(where available)**

**EXHIBIT H****CONSULTANT'S FEE PROPOSAL, Acton**

(submit separate fee proposals in this format to Carlisle and Westford;  
 where a task does not apply enter \$0;  
 enter reference where the cost of a task in 3(A) is included in another task in 3(B))

**Breakdown of Professional Service Fees by Task and Sub-task of the Scope of Services**

<b><u>Fee for Sub-task</u></b>	<b><u>Fee for Task</u></b>	<b><u>Total Project Fee</u></b>
Sub-task 3(A)(1)		
Sub-task 3(A)(2)		
Sub-task 3(A)(3)		
Sub-task 3(A)(4)		
Sub-task 3(A)(5)		
Sub-task 3(A)(6)		
Sub-task 3(A)(7)		
Sub-task 3(A)(8)		
Sub-task 3(A)(9)		
Sub-task 3(A)(10)		
Sub-task 3(A)(10)		
Sub-task 3(A)(11)		
Sub-task 3(A)(12)		
Sub-task 3(A)(13)		
Task 3(A) Report		
<b>Task 3(A)</b>		
Sub-task 3(B)(1a)		
Sub-task 3(B)(1b)		
Sub-task 3(B)(1c)		
Sub-task 3(B)(1d)		
Sub-task 3(B)(1e)		
Sub-task 3(B)(1f)		
Sub-task 3(B)(1g)		
Sub-task 3(B)(1h)		
Sub-task 3(B)(1i)		
Task 3(B)(1) Report		
<b>Task 3(B)(1)</b>		
Sub-task 3(B)(2a)		
Sub-task 3(B)(2b)		
Sub-task 3(B)(2c.i)		
Sub-task 3(B)(2c.ii)		
Sub-task 3(B)(2c.iii)		

<u>Fee for Sub-task</u>	<u>Fee for Task</u>	<u>Total Project Fee</u>
Sub-task 3(B)(2c.iv)		
Sub-task 3(B)(2c.v)		
Sub-task 3(B)(2c.vi)		
Sub-task 3(B)(2c.vii)		
Sub-task 3(B)(2d)		
Sub-task 3(B)(2e)		
Sub-task 3(B)(2f)		
Sub-task 3(B)(2g)		
Sub-task 3(B)(2h)		
Task 3(B)(2) Report		
<b>Task 3(B)(2)</b>		
Sub-task 3(B)(3a)		
Sub-task 3(B)(3b)		
Sub-task 3(B)(3c)		
Sub-task 3(B)(3d)		
Sub-task 3(B)(3e)		
Sub-task 3(B)(3f)		
Sub-task 3(B)(3g)		
Sub-task 3(B)(3h)		
Sub-task 3(B)(3i)		
Task 3(B)(3) Report		
<b>Task 3(B)(3)</b>		
<b>Project Total</b>		
<b>Task C. – Add-Alternate 1</b>		
<b>Task D. – Add-Alternate 2</b>		
<b>Task E. – Add-Alternate 3</b>		